



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

RESIDENTIAL CHILDCARE SPECIALIST

Class No. 005075

■ CLASSIFICATION PURPOSE

Under direction, to provide care for abused, abandoned, and neglected children who are under six years of age and who are in protective custody in residential cottages at the Polinsky Children's Center, a 24-hour emergency shelter care facility; to observe and document the behavior, development, and needs of children in residence; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a specialized class found only at the Polinsky Children's Center of the Health and Human Services Agency (HHSA), Child Welfare Services. Incumbents perform the full range of duties involved with the care and assessment of children, especially those children under the age of six. This class is distinguished from the Resident Care Worker series in that the latter is responsible for providing care and supervision of children ages six and over.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Assists children with preparing and eating meals, taking baths, maintaining hygiene, and performing other daily routine tasks.
2. Develops, plans, and coordinates daily recreational and social activities, including outdoor programs and physical exercise.
3. Implements the Polinsky Active Teaching Approach (PATA) and other facility policies, procedures and techniques to assess and instruct children in positive behavior management, socialization and living skills.
4. Observes and documents the behavior, development and needs of children.
5. Maintains daily written records and logs of observations and concerns about individual children.
6. Prepares incident and other written reports.
7. Consults and communicates with shift leaders, supervisors and professional staff concerning behavior issues and the needs of children.
8. Transports individual and groups of children for appointments or field trips outside the facility.
9. Performs light housekeeping duties such as making beds and cleaning laundry, to ensure that the children's residential setting is neat, clean, and orderly.
10. Takes inventory of clothes, linens, food, and supplies.
11. Comforts and provides guidance to children in distress.
12. Interviews and responds to critical incidents and emergency situations.
13. Assists Residential Care Workers in the use of physical restraints to immobilize children who may be unruly.
14. Conducts conferences with assigned residents to document behavior and progress.
15. Observes the physical and emotional condition of children and reports to nurse or appropriate person as needed.
16. Assists in the intake and release of children.

17. Carries out daily living plans for children developed by a multi-disciplinary team of facility staff.
18. Provides orientation to newly hired staff and provides technical guidance to volunteers and contract workers.
19. Conducts group meetings with children to discuss residential cottage rules and procedures and address concerns.
20. Provides instructional information on appropriate behavior management and use of living skills.
21. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic dynamics of child development and early childhood education.
- Behavior patterns of disturbed children.
- State and county rules and regulations governing emergency child care facilities.
- Emergency procedures in residential care facilities.
- Principles and techniques of interviewing.
- Welfare and Institutions Code.
- Basic psychological, behavioral, sociological and cultural factors related to dependent children.
- Principles of group dynamics control and discipline.
- Methods and techniques of directing children's group activities, and individual and group counseling.
- Meals and special diets.
- Arts and crafts appropriate for varied age groups.
- Principles of public relations.
- Illnesses common to infants and children.
- First aid techniques.
- Emotional responses elicited by young children pertaining to separation and grief.
- County customer service objectives and strategies.

Skills and Abilities to:

- Perform routine tasks in the care of children in all age groups.
- Organize and provide direction for a group of children engaged in recreational and social activities.
- Implement behavioral management programs including the Polinsky Active Teaching Approach (PATA) and apply positive behavioral techniques.
- Assess situations to prevent or solve problems and use sound judgment in taking appropriate action.
- Provide emotional support and understanding to children experiencing separation anxiety.
- Assess and respond effectively to: emotional changes in children, emergency situations, and critical incidents.
- Prepare clear, concise, and accurate reports.
- Establish and maintain a rapport with the children and a cooperative working relationship with staff and the public.
- Communicate effectively orally and in writing.
- Treat County employees, representative of outside agencies and members of the public with courtesy and respect.
- Assess the child's immediate needs and ensure child's receipt of needed services through personal service or making referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Completion of twelve (12) college units from an accredited college or university in Child Development and/or Early Childhood Education, of which three (3) semester units, or equivalent quarter units, includes coursework in the care of infants, AND, three (3) semester units, or equivalent quarter units, includes coursework in abused and drug-exposed children; AND,

1. One (1) year of experience as Residential Care Worker I with the County of San Diego, OR
2. Two (2) years of work experience providing care and supervision to children in a 24-hour residential facility or licensed daycare facility, or a licensed after school program.

Note: Care for one's own child/children is not considered qualifying experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: repetitive use of hands, walking, standing, bending neck and waist, squatting, climbing, kneeling, twisting neck and waist, simple grasping of left and right hand, power grasping right and left hand, fine manipulation right and left hand, pushing and pulling right and left hand, reaching above shoulder level, reaching below shoulder level, and lifting and carrying children who may weigh up to 50 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Note: Incumbents must successfully complete training on Preventing and Responding to Assaultive Behavior (PRAB) within the first 12 months of employment.

Working Conditions

Work primarily takes place within the residential cottages of the Polinsky Children's Center. Incumbents are required to work a variety of shifts including days, nights, weekends and holidays. Incumbents frequently interact with children under the age of six. Incumbents may experience occasional verbal abuse and threats of physical violence from residents. Incumbents may be exposed to children who are suffering from communicable diseases.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of six (6) months (Civil Service Rule 4.2.5).

**New: May 7, 2001
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